

Charity Number 1076692

ARMLEY HELPING HANDS

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

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ARMLEY HELPING HANDS

COMPANY INFORMATION FOR THE YEAR ENDED 31 MARCH 2020

TRUSTEES

Hazel Boutle - Chair
David Boutle
Avril Threapleton
Sue Sanders
Louise Pashley
Margaret Harewood
Michael Wood
Andrew Parnham

CHIEF EXECUTIVE OFFICER

Ms Dawn Newsome

REGISTERED OFFICE

Strawberry Lane Community Centre
Strawberry Lane
Leeds
LS12 1SF

CHARITY NUMBER

1076692

ACCOUNTANTS AND INDEPENDENT EXAMINERS

G L Barker & Co LLP
49 Austhorpe Road
Cross Gates
Leeds
LS15 8BA

ARMLEY HELPING HANDS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report for the year ended 31 March 2020.

Objects and principal activities of the charity

The charity's objects are to provide facilities to advance the education, recreation and leisure time activities of the elderly in and around the Armley and Wortley districts of Leeds 12, in the interest of social welfare with a view to improving their quality of life.

Organisational Structure

In accordance with its Constitution the charity is managed by its trustees, who are elected by the members.

The trustees meet on a monthly basis for this purpose and are assisted by volunteers.

Day to day running of the charity is overseen by the Project Manager, Dawn Newsome.

The trustees and management are grateful for the contribution that the staff and volunteers make towards the day to day planning and running of activities and for their commitment to providing a quality service to older people and their carers.

Trustees' responsibilities for the financial statements

Charity law requires the trustees:

- to prepare financial statements which show a true and fair view;
- in preparing financial statements;
- to select suitable accounting policies and apply them on a consistent basis.
- to make judgements and estimates that are prudent and reasonable.
- to prepare the accounts in accordance with the methods and principles set out in the SORP Accounting and Reporting by Charities.

Trustees are further required;

- to keep proper accounting records.
- to safeguard the assets of the charity and take reasonable steps for the prevention of fraud and other irregularities.

TRUSTEE'S REPORT

Armley Helping Hands (Charity No 1076692) is a registered charity supporting older people in the Armley & Wortley District of Leeds, West Yorkshire. It was established in 1995, in response to the Community Care Act by a group of local people and community activists. They were concerned about the welfare of local older people, living in very deprived inner-city areas of Leeds. Community Care grants were available, via Leeds City Council and the initial steering groups successfully applied and this enabled them to employ their first worker Dawn Newsome in 1995.

Our project has grown, in response to the needs and aspirations of local older people. We have carefully listened to our members (people aged 50 plus) and tried to respond appropriately, by providing a range of services, advice, support and varied social and healthy living activities, enabling older people to live independently and to pro-actively participate within their own communities.

Armley Helping Hands provided support and service to people aged 50 plus and their families living in Armley and Wortley district of Leeds 12. These older people are at highest risk of adverse outcomes such as falls, disability, admission to hospital, or the need for long-term care. Leeds 12 average life expectancy is 77.7 years, the majority of early deaths in our area is related to unhealthy lifestyles, smoking (higher than the overall proportion of smokers in Leeds) excessive alcohol use, poor diet and low levels of physical activity. Armley has a high level of deprivation in which 20.12% of older people have existing health problems compared with 17.3% in the city as a whole and future health problems, based on current conditions and lifestyle 46.3% compared with 17.3%.

We are engaging with older people with increased frailty, which restricted them and their carers/spouse to their homes. Every day we are seeing disadvantaged older people (50+) with poor diet and chronic health (3.3% compared with 7.4%) 7.4% of the housing in our area has no central heating (city average = 2.7%), leading to high heating costs, fuel poverty and winter health issues.

Understanding the community, within the area of benefit of our organisations is essential to enable us to help older people, Carers, family members and the local community to build the confidence and motivation they need to be able to reach their potential and lead positive lives.

The primary objective of the charity is to counteract loneliness and isolation. We provide intervention and services within the community to enable us to build trust and friendship, provide emotional support and understand a person and their carers/families day to day life.

We offer the person the opportunity to discuss their barriers and frustrations in life, what intervention, and what ambition they would like to achieve now circumstances are different.

The charity intervention is none prescriptive and enables people to achieve personal goals in line with their choice and preferences in a way which is socially inclusive, reduce anxiety, implement support pathways promote independence and a positive vision after long period of ill health, bereavement and palliative care.

At the same time, we have worked very hard, to raise the necessary resources – people, funding and volunteers to enable us to offer a professional and comprehensive support network.

Armley Helping Hands is committed to addressing these issues by providing a quality and effective service to older people. The charity prides themselves on being able to consult with service users, carers, partnership agencies, professionals and the general public to evaluate existing services and identify the needs of the local community. The charity's protocol is to be the first point of contact for older people, carers looking back over our many years of neighbourhood work with older people we are proud of our achievements and below are samples of our successes and key strengths.

Working in a way that values the contributions of older people empowers our local communities and promotes reciprocity.

Armley Helping Hands have 1473 older people registered in March 2020.

We provide a comprehensive support and weekly activity programmes to 219 people with a view to improving quality of life, reduce social isolation and promote independence and enable the older generation to engage with their local community.

We are classified as a Neighbourhood Network (NNs) by Leeds City Council, the Charity has a long established relationship with Leeds City Council in which we have succeeded in maintaining a Service Level Agreement from 1995 to 2010; in 2018 we secured a 5 years Commissioned Contract with a 5 year extension.

Recruiting volunteers of all ages and ranging in age from 18 to 93 years old. Volunteers help us provide very successful activities and service 5 days a week to older people and help us run groups, trips, parties and administrative help when needed. Our volunteer projects enable us to respond to community need, in innovative ways and meet social gaps, provide social, environmental and economic benefits. Overall, this contributed to economic regeneration reversing the spiral of decline within our communities and opening opportunities to employment.

Community Engagement and Diversity:- working in partnership with the community and listening to what people in the community need. Enabling them to maintain their independence and develop a sense of community ownership. A key element of this work is the partnership with local schools, educational facilities, and faith establishments where we have enabled all groups to engage and develop relationships within the local community and tackle key issues and concerns.

Enthusiastic partnership and engagement with local business in the city:- developing volunteer programmes with local business and community services, to develop staff outside of the workplace format and to improve their competencies as well as their relationship with the community that they live and work in and also to improve the company's relationship and reputation within the city.

Our reputation is strong offering a high quality service to people has enabled us to gain respect, trust and belief in us, within our local communities and city wide.

Excellent knowledge of the community sector, and empowering local people to be active within their local communities.

The charity prides them self on providing cost effective service to our older people, enabling individuals to access service without financial barriers. As Government budget cuts hit statutory providers of care we are picking up the pieces and working with people with multiple health and social problems. We are successfully involving them in activity groups and giving relevant advice and support and liaising with other agencies on their behalf. We have been able to deliver all existing services and activities to older people in the community when many services in Lees and nationally were under review and restructured, enabling the older person and the community to have some continuity in their day-to-day living. We have a proven track record, in terms of working successfully with local older people over 24 years.

We are confident in our ability to engage with younger and older people and provide a range of interesting opportunities, with a dedicated member of staff, to lead and to work with 50 to 70 year older. (Don't Call me Old Project)

Our work is not in isolation as we have strong links with statutory service, thirds sector and local health services and we are a key partners and representative in local and city wide initiatives

We offer services that can prevent demand on primary and secondary health care, providing support for individuals with non-medical issues and creating positive pathways for individuals to make the most of their lives.

We harness and grow the talents and skills in our population, give residents the confidence to participate and build social networks and create a safer and stronger community where older people and residents feel empowered and confident to be part of a community, we will offer supported access to a range of activities and volunteering opportunities.

Reserve Policy and Risk Management

The Trustees have established a policy whereby the unrestricted funds not committed or invested in fixed assets (the free reserves) held by the charity should amount to approximately three months of the resources expended on unrestricted activities and also termination costs should they be required.

At this level the Trustees feel that they would be able to continue in the event of a sudden decrease in funding, to operate the charity whilst alternative funding was sought. A 31 March 2020 the requirement was £63,578 and the reserves were £85,516. The Trustees continue to be aware of the need to consider ways in which additional unrestricted funds can be raised.

Funds not immediately required are invested in bank deposits at the best rate conveniently available. The Trustees have conducted their own review of the major risks to which the charity is exposed and established systems to manage those risks.

As can be seen from the financial statements the charity is almost wholly reliant of Leeds City Council for its core funding.

Independent Examiners

As resolution to re-appoint FG L Barker & Co LLP as the independent examiners of the charity's accounts will be proposed at the Annual General Meeting.

Hazel Boutle
Chair of Trustees

Date.....

ARMLEY HELPING HANDS

Independent Examiner's Report to the Trustees

I report on the accounts of the Trust for the year ended 31 March 2020, which are set out on pages 6 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. [The Charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants]

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with s. 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Graeme Peter Greenfield
G L Barker & Co LLP
Chartered Certified Accountants
49 Austhorpe Road
Cross Gates
Leeds
LS15 8BA

Signed

Date:

Disclosure

Accounting records were incomplete and were not kept in accordance with S130 of the Charities Act 2011.

Subsequent controls have been instituted to ensure that this situation is rectified.

ARMLEY HELPING HANDS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	Note	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
		£	£	£	£
Incoming resources:					
Donations and similar incoming resources	2	133,280	20,500	153,780	130,045
Activities to further the charity's objects;					
Grants, contracts and fees	3	98,178	5,843	104,021	94,546
Total incoming resources		<u>231,458</u>	<u>26,343</u>	<u>257,801</u>	<u>224,591</u>
Resources expended:					
Staff salaries		145,412	-	145,412	127,724
Staff travel, and training		3,639	-	3,639	562
Volunteers' expenses		809	-	809	2,316
Rent, rates, heat and light	4	-	14,500	14,500	14,300
Office running costs		6,595	-	6,595	6,396
Motor vehicle insurance & expenses		17,332	-	17,332	14,179
Other insurances		1,441	-	1,441	1,814
Mini bus overnight parking	4	-	6,000	6,000	5,900
Repairs and renewals		174	-	174	1,680
Client activities:					
Provision of meals		10,057	2,608	12,665	13,728
Social activities and transport		32,159	-	32,159	14,882
IT Support		2,609	-	2,609	2,474
Sundry expenses		2,782	-	2,782	2,349
Depreciation and profit on sale of fixed assets		4,448	-	4,448	4,734
Accounts preparation & Independent Examination		<u>3,750</u>	<u>-</u>	<u>3,750</u>	<u>3,750</u>
Total resources expended		<u>231,207</u>	<u>23,108</u>	<u>254,315</u>	<u>216,788</u>
Net movement in funds for the year		251	3,235	3,486	7,803
Total funds at 1 April 2019		<u>85,265</u>	<u>12,835</u>	<u>98,100</u>	<u>90,297</u>
Total funds at 31 March 2020		<u>85,516</u>	<u>16,070</u>	<u>101,586</u>	<u>98,100</u>

The notes on pages 11 to 15 form part of these accounts.

ARMLEY HELPING HANDS
BALANCE SHEET AS AT 31 MARCH 2020

	Notes		2019	2018
		£	£	£
FIXED ASSETS				
Tangible fixed assets	8		12,675	14,244
Current Assets				
Debtors and prepayments	9	15,673		5,118
Cash at bank and in hand		<u>77,240</u>		<u>89,149</u>
		92,913		94,267
Current Liabilities				
Creditors	10	(4,002)		<u>(10,411)</u>
NET CURRENT ASSETS			<u>88,911</u>	<u>83,856</u>
NET ASSETS			<u>101,586</u>	<u>98,100</u>
FUNDS				
Unrestricted funds			16,070	12,835
Restricted funds			<u>85,516</u>	<u>85,265</u>
			<u>101,586</u>	<u>98,100</u>

Approved by the trustees on
and signed on their behalf by:

H Boutle
Chair of the Trustees

(DATE)

The notes on pages 11 to 15 form part of these accounts.

ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

1. ACCOUNTING POLICIES

a. **Basis of preparation of accounts**

The accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and follow the recommendations in 'Accounting and Reporting by Charities' (SORP).

b. **Tangible fixed assets and depreciation**

Tangible fixed assets for use by the charity are stated at cost less depreciation. Depreciation is calculated to write down the cost of tangible fixed assets (less expected residual value) over their expected useful lives on the following bases:

Property	16.67%	straight line basis
Plant and equipment	20%	reducing balance
Motor vehicles	25%	reducing balance
Computer equipment	33.33%	straight line

c. **Income**

Grants receivable are accounted for on receipt, unless the period to which they relate is specified by the funder, in which case they are applied to the appropriate accounting period and that part of the grant relating to a future accounting period is included in deferred income. Voluntary income and donations are accounted for as received by the charity.

d. **Resources expended**

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

e. **Unrestricted funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

f. **Restricted funds**

Restricted funds are those funds which are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

2. DONATIONS AND OTHER SIMILAR INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Leeds Adult Social Care/NHS Leeds	127,095	-	127,095	100,959
General donations	6,185	-	6,185	8,886
Intangible income: Accommodation	-	14,500	14,500	14,300
Mini Bus Parking	-	6,000	6,000	5,900
Total donations	<u>133,280.</u>	<u>20,500</u>	<u>153,780</u>	<u>130,045</u>

3. INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Grants and contracts:				
Dementia Grant	-			1,969
Other Grants	28,904		28,904	22,248
LCC Provision of meals	-	2,608	2,608	2,611
Time to shine - don't call me old	<u>37,876</u>	<u>...</u>	<u>37,876</u>	<u>41,650</u>
	<u>66,780</u>	<u>2,608</u>	<u>69,388</u>	<u>68,478</u>
Fees and contributions:				
Provision of meals	12,492	-	12,492	12,246
Client activities and transport	<u>22,141</u>	<u>-</u>	<u>22,141</u>	<u>13,822</u>
	<u>34,633</u>	<u>-</u>	<u>34,633</u>	<u>26,068</u>
Total incoming resources from activities to further the charity's objects	<u>101,413</u>	<u>2,608</u>	<u>104,021</u>	<u>94,546</u>

ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

4. INTANGIBLE INCOME

Intangible income (accommodation), £14,500, represents the cost of rent, rates, heat and light incurred in the use of premises occupied by the charity during the year, donated by Leeds City Council (Community Planning and Regeneration). The same amount is included in expenditure.

Intangible income (mini bus parking) £6,000 represents the costs of free overnight parking for the charity's mini buses at the premises of Farnell's Electronics. The same amount is included in expenditure.

5. NET OUTGOING RESOURCES FOR THE YEAR

The net outgoing resources for the year are stated after charging:

	2020	2019
	£	£
Depreciation of tangible fixed assets for use by the charity	4,555	4,374
Accountancy	3,100	3,100
Independent Examiner's fee	650	650

6. STAFF COSTS AND NUMBERS

Staff costs were as follows:-	2020	2019
	£	£
Wages and salaries	132,737	117,814
Social security costs	10,105	8,755
Pension contributions	<u>2,570</u>	<u>1,155</u>
	<u>145,412</u>	<u>127,724</u>

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2020	2019
Charitable work – activities for the elderly	6.00	6.0
Administration	<u>1.50</u>	<u>1.5</u>
	<u>7.50</u>	<u>7.5</u>

7. TRUSTEES

No remuneration or expenses were paid to trustees in the year.

ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

8. TANGIBLE FIXED ASSETS

	Garage Property	Plant & Equipment	Motor Vehicles	Computer Equipment	Total
	£	£	£	£	£
COST					
Balance at 31 March 2019	5,250	4,658	62,348	5,038	77,294
Additional (disposals)	-	-	(5,195)	3,079	(2,119)
Balance at 31 March 2020	5,250	4,658	57,150	8,117	75,175
DEPRECIATION					
Balance at 31 March 2019	5,249	4,530	48,241	5,030	63,050
Charges for the year	-	26	3,503	1,026	4,555
On disposals	-	-	(5,105)	-	-
Balance at 31 March 2020	<u>5,249</u>	<u>4,556</u>	<u>46,639</u>	<u>6,056</u>	<u>62,500</u>
NET BOOK VALUE					
At 31 March 2020	<u>1</u>	<u>102</u>	<u>10,511</u>	<u>2,061</u>	<u>12,675</u>
At 31 March 2019	<u>1</u>	<u>128</u>	<u>14,107</u>	<u>8</u>	<u>14,244</u>

9. DEBTORS AND PREPAYMENTS

	2020	2019
	£	£
Prepayments	15,673	3,118
Other debtors	-	<u>2,000</u>
	<u>15,673</u>	<u>5,118</u>

10. CREDITORS

Accruals	<u>4,002</u>	<u>10,411</u>
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11. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Tangible fixed assets	12,675	-	12,675
Current assets	76,843	16,070	92,913
Current liabilities	(4,002)	-	(4,002)
	<u>85,516</u>	<u>16,070</u>	<u>101,586</u>

ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

12. MOVEMENTS IN FUNDS

	Balance 1 April 2019	Movement in Resources		Balance 31 March 2020
	£	Incoming	Outgoing	£
Restricted funds:				
LCC – Meals	-	2,608	2,608	-
LCC Gardening	1,520	-	-	1,520
Mini Bus Appeal	1,344	3,235	-	4,579
Over Night Parking	-	14,500	14,500	-
Premises Expense	-	6,000	6,000	-
Dementia Collaborative	9,702	-	-	9,702
Web Development	269	-	-	269
Restricted Funds	12,835	26,343	23,108	16,070
Unrestricted Funds	<u>85,265</u>	<u>231,458</u>	<u>231,207</u>	<u>85,516</u>
	<u>98,100</u>	<u>257,801</u>	<u>254,315</u>	<u>101,586</u>

12. INDEMNITY INSURANCE

Indemnity insurance has been purchased at a cost of £430 (2016 - £430) to protect the charity, trustees and officers from loss arising from the neglect or default of the trustees or officers.